

***FILING FORMS
W2/W3 ELECTRONICALLY
WITH THE SOCIAL SECURITY
ADMINISTRATION***



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June 28, 2005

What's In It For You



- Extended due date – March 31st
- Immediate receipt
- Faster processing
- Fewer errors
- More services
- Less costly to employers and SSA

June 28, 2005

Business Services Online

- **Register for a PIN and password**
 - **Self-Employed can register online**
- **File W-2s**
 - **Upload Wage File**
 - **W-2 Online**
 - **W-2C Online**
- **Acknowledge notices**
- **Notices via e-mail**

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www.socialsecurity.gov/employer/

Social Security Online

www.socialsecurity.gov

Employer Reporting Instructions & Information

Home

Questions?

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Employer Reporting Instructions & Information

Employer Information Website
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- [How To File](#)
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Form W-2 Filing Methods

Electronic Filing

- [How To File](#)
- [E-Filing Handbook](#)
- [Business Services Online](#)
- [File W-2s, Register and More](#)
- [E-Filing and Magnetic Media File Format](#)
- [Filers with Connect:Direct](#)
- [How to File W-2C](#)
- [Form W-2c/W-3c Instructions](#)
- [Business Services Online Tutorial](#)
- [E-Filing and Magnetic Media File Format for W-2C](#)
- [File Edit Tips for W-2 Reports](#)

Magnetic Tape, Cartridge, or Diskette Filers

- [How to File](#)
- [Magnetic Media File Format](#)
- [How to File W-2C](#)
- [Form W-2c/W-3c Instructions](#)
- [E-Filing and Magnetic Media File Format for W-2C](#)
- [Register for a PIN](#)
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Paper

- [How to File](#)

In the News

- [PKI Pilot Discontinued](#)
- [Specifications for TY 2003 Magnetic Media Reporting and Electronic Filing of W-2 Information](#)
- [Hiring Foreign Workers](#)
- [Nat'l Payroll Conference Postponed](#)
- [2003 Wage Base](#)
- [File Edit Tips for W-2 Reports](#)
- [Test W-2 Report for Errors](#)
- [New Threshold for W-2c](#)
- [E-Filing Handbook](#)
- [Online Error Information](#)
- [Call the Experts](#)

Resources

- [If You Employ Household Workers](#)
- [Farmers, Growers and Crew Leaders](#)
- [If You Do Business Abroad](#)

Social Security Online

Business Services Online



BSO Welcome Page

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BSO News

Enter your e-mail address during BSO Registration and receive important filing information. Because your time is valuable, we will only e-mail you about 4 to 6 times a year – for instance, when it's time to change your password or when changes are announced for the new filing season. Already registered? Login and select Update your Contact Information.

Si usted necesita ayuda en español para someter sus informes de salario electrónicamente (esto incluye registrarse para un Número de Identificación Personal [PIN, por sus siglas en inglés] y contraseña), llame al 1-800-772-6270.

Business Services Online (BSO)

BSO is a [suite of business services](#) for companies to conduct business with the Social Security Administration. You must be a registered BSO user to use these services. Other services may be added in the future.

[Login](#)

If you have already registered, select Login to use BSO services and to maintain your BSO account.

[Registration](#)

If you have not registered for BSO, but need to obtain a Personal Identification Number (PIN) and password, select Registration.

BSO and Registration:

Have a question? Call **1-800-772-6270** Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For **TDD/TTY** call **1-800-325-0778**.

Software/Hardware Requirements:

Your browser settings must accept cookies. We recommend using a Windows-based PC to use our Internet services. Using Macintosh Computers, Web TV, or other non Windows-based PCs may cause inconsistent results.

Encryption Notice:

If your browser can not use [128-bit encryption](#), you will need to [upgrade](#) it before you can use our Internet applications.

Online Services Are Available:

Monday-Friday
5 AM - 1 AM

Saturday
5 AM - 11 PM

Sunday
8 AM - 11 PM

All times EST

What do I do first?

- Every “Signer” Needs a PIN
- PIN = the electronic signature of the person (not the company) attesting to the accuracy of the data
- PIN = allows a person access to use Business Services Online (BSO)
- Do not use your EFTPS PIN or another person’s PIN

Registration Information



Who Are You?

First Name:

Middle Name:

Last Name:

Suffix:(Jr, Sr, II, III, IV)

Social Security Number:

Date of Birth:(mmddccyy)

Address Line 1:

(Your Password will be
mailed to this address)

Address Line 2:

City: State:

ZIP Code:

What Company Do You Work For?

Company Name or Business Name:

Company Phone Number:

Company Phone Extension:

Employer Identification Number
(EIN):

OR

I am Self Employed and DO NOT
have an EIN:

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Additional Registration Information

- PINs valid indefinitely
- PASSWORDS valid for 1 year
 - remember to change every 365 days
- Requestors' data authenticated against SSA data before PIN/Password is issued
- Exception process for data that cannot be processed – Contact Employer 800 Number **(1-800-772-6270)**

Registration Process

- Provide registration information (you and employer)
- Choose your own password
- Receive your PIN (Personal Identification Number)
- Choose your roles
- Letter to user (may have Activation Code)
- Letter to employer (may have Activation Code)* Employer gives Activation Code to User
- User inputs Activation Code(s)



Choose Your Role(s)

Request Access to BSO Services

Select the option or options that best describe the type of business you plan to conduct with Social Security.

☐ **Report Wages to Social Security**

- Create, print, and submit Forms W-2 and W-2c Online,
 - Upload wage submission files that are prepared in the Magnetic Media Reporting and Electronic Filing (MMREF) format, and
 - Acknowledge resubmission request notices and obtain time extensions for resubmission requests.
-

☐ **View File/Wage Report Status, Errors, and Error Notices**

- Review the processing status of wage files and/or wage reports submitted by or for your company,
- Review the errors found by Social Security in wage files submitted by or for your company, and
- Review error notices sent by Social Security about wage files submitted by or for your company.

Or (The View Name and Social Security Number Errors option also includes the functionality contained in the View File/Wage Report Status, Errors, and Error Notices option.)

☐ **View Name and Social Security Number Errors**

Access to this service involves a more rigorous process and requires pre-authorization from your employer. If access is requested, your employer will be notified via first class mail, usually within 2 weeks. The notice will include an activation code which is needed to activate your request.

- Review the status of wage files and/or wage reports submitted by or for your company,
- Review the errors, including Name/Social Security Number mismatches, found by Social Security in wage files submitted by or for your company, and
- Review error notices, including Name/Social Security Number Mismatch notices, sent by Social Security about wage files submitted by or for your company.

Role(s) Request Processed SSA will Mail You More Information & Activation Code



 **BSO Help**



Social SecurityOnline
Business Services Online

Social Security's Business Services Online (BSO)

[BSO Home](#) | [BSO Information Links](#) | [Contact SSA](#) | [Keyboard Navigation](#) | [Logout](#)

NEW

Your request was received on Tuesday, February 22, 2005

If the access you requested requires an activation code(s), your activation code(s) will be sent to you or your employer and should be received by first class mail, usually within 2 weeks. An activation code will be mailed for most BSO services. You will use your activation code(s) to activate your request for access to the BSO services you have just selected. For more details regarding the mailing and need for activation codes, select the Where Did My Activation Code Go? link below.

[BSO Home Page](#) | [Request Additional Access](#) | [Where Did My Activation Code Go?](#)

Have a question? Call **1-800-772-6270** to speak with Employer Customer Service personnel.
For TDD/TTY call **1-800-325-0778**.

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Activate A Role



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Business Services Online

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BSO Help

Activate Access to BSO Services:

Please enter the activation code for any service for which you have requested access and received an activation code. Activation codes may only be entered one at a time.

If you have received more than one activation code you will have the option to enter the remaining codes upon the successful or unsuccessful activation of each code entered.

Enter your Activation Code:

Activate

Cancel

Have a question? Call **1-800-772-6270** to speak with Employer Customer Service personnel.
For TDD/TTY call **1-800-325-0778**.

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E-File Options



- Two Ways to e-file
 - Upload MMREF for large or small filers (requires W-2 software)
 - Fill-in up to 20 W-2 Online screen (*no W-2 software required!*)
- Both use March 31 e-file deadline

W-2 Online



- Ideal for small filers or special needs
- *No forms or tax software required!!!*
- Blank W-2 displayed via Internet
 - Fill in screens one at a time
(up to 20)
 - Name/SSN verification immediately
- W-3 totaled for your records
- Employee Copies (.pdf) too!

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W-2C Online



- Blank W-2C displayed via Internet
- Fill in screens one at a time (up to 5)
- Limited functionality this year
- Employee Copies (.pdf) too!

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New and Future Enhancements

- Notify you when password expires
- Registration for International employers
- *Tapes and cartridges are no longer acceptable*
- *No diskettes for TY 2006*
- W2 News
- BSO will not be available 12/12/05 -12/17/05
- BSO available for TY05 input 12/17/05

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SSA Contacts

- Employer Website
www.socialsecurity.gov/employer
- Employer Services Online (ESO)
www.socialsecurity.gov/employer/eso/home.htm
- Employer Customer Service
[1-800-772-6270](tel:1-800-772-6270)
- OWRS Technical Assistance Branch
[1-888-772-2970](tel:1-888-772-2970)
- Employer Services Liaison Officers

Social Security Regional Employer Services Liaison Officers

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EMPLOYER REPORTING SERVICE CENTER:
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